

May 18, 2022



CDBG-CV Technical Assistance

Please be sure to sign-in to receive credit for this training.





Agenda

- **Introduction** Kellon
- **CDBG-CV Basics** Donielle
- **Release of Funds** Jade
- **Civil Rights** Kellon
- **Procurement** Jade
- **LMI Tracking** Donielle
- **OkGrants** Kellon
- **Financial Management** Kellon
- **Duplication of Benefits** Jade
- **Monitoring** Donielle
- **Closeout** Kellon
- **Keys to Success** Jade

CDBG-CV Basics

CDBG-CV Basics

Project Eligibility:

- Eligible projects must benefit **at least 51% LMI**;
- Eligible projects must either **prepare, prevent or respond** to the Coronavirus outbreak (must show tie-back to COVID);
- Eligible projects must fit under the following categories:
 - **Rental/Mortgage Assistance** – Beneficiaries must be past due on any bills they are seeking assistance for, and payment must go directly to the Landlord/Mortgage Company (Triggers the Lead-Based Paint Rule **for over 100 days of assistance**) *Note: This rule applies after the first payment is made and going forward, not when the assistance started. For example, if paying arrears for three months, the 100-day period begins from the date of first payment, not the beginning of the three months;*
 - **Utility Assistance** – Beneficiaries must be past due on any bills they are seeking assistance for, and payment must go directly to the Utility Company. *Note that if the utility is owned by the City, then they must waive late fees or any other fees that would **be considered as a profit to the City**;*
 - **Medical Assistance**;
 - **Mental Health Assistance**;
 - **Nutrition Assistance**;
 - **Job Training Assistance** – Literacy, independent living skills, resume writing, job coaching, job retention training;
 - **Childcare Assistance** – Directly to the daycare or after-school service program, due to change in work hours, job changes, or other issues directly related to COVID-19 and generally offered only for children under the age of 13; and
 - **Rehabilitation Assistance** – Rehabilitation of a public facility to improve indoor air quality and ventilation to prevent the spread of Coronavirus.

Utility Payments

- Assistance for utilities should cover standard expenses. For example, late payment fees or loan fees should not be included in the assistance payment.
- If fees for utility bills are being waived, indicate whether these fees are simply being **WAIVED** by the city or **PAID** by the city on the bill.

MON-FRI 8AM TO 5PM
 WATER PAYMENTS: 877-712-5734
 QUESTIONS ABOUT YOUR BILL: 580-931-6630
 WATER/SEWER EMERGENCIES: 580-924-3737
 SOLID WASTE COLLECTION: 580-931-6660

ACCOUNT INFORMATION

ACCOUNT: _____
 SERVICE ADDRESS: _____
 NOTICE DATE: 05/11/2021
 PAST DUE DATE: 05/10/2021

DISCONNECT DATE: 06/25/2021

AMOUNT DUE

TOTAL AMOUNT DUE: \$94.2

NO CHECKS ACCEPTED
 ON ACCOUNTS IN
 CUT OFF STATUS

REMINDER - TERMINATION NOTICE

The City of Durant utility records indicate that your bill is past due. If you feel that you have received this notice in error, please contact our office immediately at 580-931-6630.

If full payment, or an arrangement is not received in our office by 5pm the day before the disconnect date shown above, service will go into cut-off status and may be suspended.

If services are suspended, payment must be posted to your account no later than 4pm on disconnect day for services to be reconnected the same day. Someone over the age of 18 will need to be at the location to sign before water is reconnected.

Reconnect times will be 7:30am-11:30am 11:30am-2:30pm and 2:30pm-5:00pm

When an account goes into cut-off status, a non-payment fee of \$50 is added to the account. The account is then placed on the cut-off list and is subject to discontinuance of services. The customer must make adequate payment arrangements before the account goes to cut-off status in order to avoid suspension of utility services.

Note: The City applies your payment the day it is received. To ensure prompt payment please go to the Utilities Office in Room 100 at Durant City Hall.

Never turn on the City of Durant's water service after the city has disconnected it. A Tampering Fee of \$100.00 will be added to the account.

Payment
Coupon

ACCOUNT INFORMATION

ACCOUNT: _____
 SERVICE ADDRESS: _____
 PAST DUE DATE: 05/10/2021
 DISCONNECT DATE: 06/25/2021

NO CHECKS ACCEPTED ON ACCOUNTS IN CUT OFF STATUS.

AMOUNT DUE

TOTAL AMOUNT DUE: \$94.25

AMOUNT ENCLOSED

P.O. # 2174113 Fees Waived: \$ 8.05
 Approved For \$ 86.20

CDBG-CV Basics

Process for Eligible Activities:

- All grantees will be required to upload documentation for eligible activities that receive CDBG-CV funds to ensure compliance with Federal and State regulations. In order for a subrecipient application intake process to be considered effective for utility and rental/mortgage assistance, subsistence payment records must be verified by using the following criteria to ensure expenses are necessary and reasonable:
 - Low-to-Moderate-Income Benefit
 - Duplication of Benefits
 - Tieback to COVID-19 Pandemic
 - Loss of Income
 - Household Income
 - Late Payment Notices
 - Beneficiary Agreement to return back duplicative funds

CDBG-CV Basics

Process for Eligible Activities:

- ODOC Forms
 - Householder Duplication of Benefits for Assistance Affidavit
 - Non-Profit Duplication of Benefits for Assistance Affidavit
 - Self-Declaration Form
 - Rent Reasonableness Check and Fair Market Rent Certification
 - Rental Agreement Plan Landlord Statement
 - CDBG-CV Equipment Inventory Form
 - Certification of Inventoried Items
 - Nutrition Assistance Application

CDBG-CV Basics

Tieback to COVID-19:

- All activities must have a tieback to COVID-19:
 - COVID-19 Prevention:
 - Equipment, Chemicals, or Materials that stop the spread of COVID
 - COVID-19 Preparation:
 - Equipment, materials, chemicals or electronics in place to better maintain services through social distancing
 - COVID-19 Response:
 - Beneficiaries must **document how they experienced income loss or related issue due to COVID-19** that caused the need for utility, rental, or mortgage assistance.

CDBG-CV Basics

Tieback to COVID-19:

- Documentation of a tieback to COVID-19 can be any of the following, but is not limited to:
 - Statement of layoff or job loss;
 - Reduction in work hours due to COVID-19;
 - Reasoning for equipment or chemical purchase;
 - Statement from employer of business closure;
 - Bank statements showing reduction in weekly/monthly pay; or
 - Self-certification by beneficiary that the need was due to COVID-19.

Note: Self-certification is considered to be the lowest form of verification. While it is allowed, we strongly encourage subrecipients to do their due diligence in acquiring necessary documentation. If the self-certification method is used, a short narrative must be included stating a tieback to COVID and other related information to assist in determining eligibility.

CDBG-CV Basics

Keeping an inventory of supplies/equipment bought with CDBG-CV funds such as:

- Food;
- PPE;
- Chemicals;
- Other supplies for maintaining social distancing; and
- Equipment such as:
 - iPads and data plans;
 - Kitchen Machinery, Utensils, and Packing Supplies; and
 - Cleaning Products.

Emergency Payments - Covering Arrears

- Per Federal guidance, each assisted individual or family that is provided utility or rental/mortgage assistance for a period of multiple months, the period begins **on the date the first payment is made to a provider** on behalf of an individual or family. Thus, for rental/mortgage, or utility assistance, the following is required:
 - Assistance must be consecutive months;
 - Assistance must only be arrears (show of past due notice); and
 - Assistance can only be paid to the provider after the beneficiary is late on such payment.

Note: The period for emergency payments begins when the payment is made, not when the arrearage began. For example, an eligible applicant is 4 months in arrears. The first payment made will cover the 4 months of arrears. The applicant will still be eligible to receive 5 more months of assistance to fulfill the six consecutive month allowance.

Release of Funds

Release of Funds

- As with normal CDBG projects, subrecipients will be required to obtain Release of Funds (ROF) prior to drawing down any funds.
- Subrecipients will have 120 days from the start date of their contract with ODOC/CD to obtain ROF and 270 days from the start of their contract to begin construction.
- Subrecipients will be required to complete and upload the CDBG-CV ROF Checklist.
- To initiate release of funds (ROF), use the OKGrants Walkthrough located on the OKCommerce website.
<https://www.okcommerce.gov/community-development/local-governments-edos/okgrants-guides-logon/>

Release of Funds

Release of Funds Checklist Requirements:

1. CDBG-CV projects will mainly involve three (3) levels of Environmental Review:
 - Exempt Activities 24 CFR 58.34(a)- Ex. Grant Administration and Consultation
 - Categorically Excluded **not subject** To 58.5 Activities: Ex. Public Services and Equipment
 - Categorically Excluded Subject to 58.5 Activities: Ex. Rehabilitation of public facilities
2. Sam.Gov Verification
 - ✓ Verification of Sam.Gov check
 - ✓ Grantee Debarment Review Certification
 - ✓ Contractor Debarment Review Certification
3. Leverage/Matching Funds
4. Insurance and Bonding
5. Anti-displacement Plan
6. Fair Housing Activity (**CEST and EA Reviews**)
7. Section 3 Resolution or Plan (**CEST and EA Reviews**)
8. Engineer/Architect Acknowledgement (**CEST and EA Reviews**)
9. Request Release of Funds (Form 7015.15) (**CEST and EA Reviews**)



Release of Funds Checklist

Oklahoma Department of Commerce (ODOC) - Community Development Block Grant- CV Program Request for Release of Funds & Removal of Contract Conditions Checklist

For step by step instructions on how to Initiate Release of Funds in OKGrants visit <https://www.okcommerce.gov/community-development/local-governments-edos/okgrants-guides-login/>. Complete Checklist below and upload applicable items with supporting documentation.

Grant Recipient Name:	Submitted Items - GRANTEE	Reviewed Items - ODOC ONLY
CDBG Contract Number:		
Describe Project(brief):		
<p>Determine Level of Environmental Review - Please complete separate environmental forms for each applicable activity & refer to the CDBG-CV Policy and Procedure Manual.</p> <p>1. Exempt Activity - Complete and Upload Forms into OKGrants</p> <p>a. Part 58 Environmental Review-Exempt Activity (Attachment 12)</p> <p>*Be sure to ONLY include funds committed to Exempt Activities under Sec. 58.34 (a)(3) (i.e., Consulting, Engineering, Inspection/professional services)</p> <p>b. Contractor Debarment/Exclusion Review Cert (Attachment 24 & 25) Verify with DUNS # and upload www.SAM.gov verification</p> <p>c. Procurement -Exempt Activities - UPLOAD RFP/RFQ & Service Contracts if applicable</p> <p>2. Categorically Excluded NOT Subject to 58.5:</p> <p>a. Part 58 Environmental Review-Exempt-CENST Format (Attachment 12) Complete and Upload Categorically Excluded Not Subject to Section 58.5 Form (Pursuant to 24 CFR Part 58.35(b))</p> <p>*Be sure to ONLY include funds committed to Categorically Excluded activities under 58.35(b)(3) (ex. Purchase of Equipment)</p>	<p>1a.</p> <p>1b.</p> <p>1c.</p> <p>2a.</p>	<p>1a.</p> <p>1b.</p> <p>1c.</p> <p>2a.</p>



If your project does not include CEST activities, proceed to **Other Requirements** below.

2021

<p>3. Complete and Upload Categorically Excluded Form:</p> <p>Categorically Excluded Subject To 58.35(a)(CEST) (Attachment 13)</p> <p>*Be sure to ONLY include funds committed to Categorically Excluded activities under 58.35(a); (i.e., Replacement of water/sewer lines, reconstruction of curbs and sidewalks, repaving of streets)</p> <p>a. Historical Clearance Letter (SHPO & THPO) https://www.okhistory.org/shpo/section106.htm</p> <p>b. Archaeological Survey Letter- https://www.ou.edu/archsurvey/cultural-resource-management/agencies-and-applicants</p> <p>After completing the CEST Form (Attachment 13), does the activity convert to exempt at 58.34 (a)(12)?</p> <p>IF YES, skip to complete Item f. RROF 7015.15</p> <p>IF NO, complete items c,d,e,f, as applicable to the activity: (activity improvements that exceed 20%; compliance/mitigation to any related authority)</p> <p>c. Activity located in a Floodplain? https://www.hudexchange.info/programs/environmental-review/floodplain-management/ Upload FEMA FIRMette Map to include Panel No. & Date</p> <p>Eight Step Analysis (24 CFR Part 55.20) Upload or blank if N/A: Early Notice (must be published one time, 15 day comment period) Final Notice (must be published one time, 7 day comment period) (Requirement No. 403 in PnP Manual)</p> <p>d. Notice of Intent (Proof of Publication or Posting) (Attachment 16)</p> <p>DIST LIST (Attachment 17) - Distribute the Notice to the appropriate agencies and interested parties in relation to the activity and upload with publication</p> <p>f. REQUEST RELEASE OF FUNDS - 7015.15 (Attachment 14) Complete All Worksheets for CEST and EA activities. When complete, upload individually with supporting documentation to OKGrants. https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/</p>				3. CATEX Form	3. CATEX Form
3a.				3a.	3a.
3b.				3b.	3b.
3c.				3c.	3c.
3d.				3d.	3d.
3e.				3e.	3e.
3f.				3f.	3f.
Env. Worksheets				Env. Worksheets	Env. Worksheets
1. Airport Hazards	5. Coastal Zone Mgmt.	9. Farmland Protection	13. Sole Source Aquifers		
2. Coastal Barrier Resources	6. Contamination & Toxic Substance	10. Floodplain Management	14. Wetlands Protection		
3. Flood Insurance	7. Endangered Species	11. Historic Preservation	15. Wild and Scenic Rivers		
4. Air Quality	8. Explosive & Flammable Facilities	12. Noise Abatement & Control	16. Environmental Justice		

2021

<p>4. Complete and Upload Environmental Assessment Form:</p> <p>Environmental Assessment Checklist (Attachment 14):</p> <p>a. Historical Clearance Letter (SHPO & THPO) https://www.okhistory.org/shpo/section106.htm</p> <p>b. Archaeological Survey Letter- https://www.ou.edu/archsurvey/cultural-resource-management/agencies-and-applicants</p> <p>c. Floodplain Management- https://www.hudexchange.info/programs/environmental-review/floodplain-management/ Upload FEMA FIRMette Map to include Panel No. & Date</p> <p>Eight Step Analysis (24 CFR Part 55.20) Upload or blank if N/A: Early Notice (must be published one time, 15 day comment period) Final Notice (must be published one time, 7 day comment period) (Requirement No. 403 in PnP Manual)</p> <p>d. Combined Notice (Attachment 18) (Proof of Publication or Posting)</p> <p>e. DIST LIST (Attachment 17) - Distribute the Notice to the appropriate agencies and interested parties in relation to the activity and upload with publication</p> <p>f. REQUEST RELEASE OF FUNDS - 7015.15 (Attachment 15)</p> <p>OTHER REQUIREMENTS (if applicable)</p> <p>5. Leverage/Matching Funds- (Attachment 20): Upload Leverage Confirmation & supporting document as applicable.</p> <p>6. Insurance & Bonding (as applicable) Upload items: Evidence of City/County general liability insurance coverage Evidence of City/County bonding</p> <p>7. Anti-Displacement Plan (Attachment 22) Upload Executed Plan</p> <p>8. Fair Housing Activity - Upload one (1) activity: Refer to Policy and Procedure Manual - Policy 404</p> <p>9. Section 3 - if applicable Upload Resolution & Plan adopted by sub-recipient: Refer to Policy and Procedure Manual - Policy 404</p> <p>10. Engineer Acknowledgment- (Attachment 21) Upload Executed Form</p> <p>11. ODEQ Permit to Construct -Upload for W/S Eng. Contracts & Part II Contract Conditions as applicable. Leave blank if N/A.</p>		4. EA Form	4. EA Form
4a.		4a.	
4b.		4b.	
4c.		4c.	
4d.		4d.	
4e.		4e.	
4f.		4f.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	

Preparer Name, Title, & Agency (Typed)

ODOC Reviewer Name & Title

Date

Date


2021

Release of Funds Checklist

1. EXEMPT ACTIVITIES – **Professional Services**
 - a) HUD or ODOC Form-Executed by Grantee’s Chief Elected Official
 - b) Debarment Check:
 1. SAM.gov verification
 2. Grantee Debarment Review Cert.
 3. Contractor Debarment Review Cert.
 - c) Procurement Documents (May also be uploaded drawdown request)
2. CATEGORICAL EXCLUDED (Not Subject to 58.5) **CENST - (Purchase of a Fire Truck/Equipment)**
 - a) HUD or ODOC Form Executed by Grantee’s Chief Elected Official
 - b) Procurement Documents (May also be uploaded drawdown request)

Oklahoma Department of Commerce (ODOC) - Community Development Block Grant- CV Program Request for Release of Funds & Removal of Contract Conditions Checklist

For step by step instructions on how to Initiate Release of Funds in OKGrants visit <https://www.okcommerce.gov/community-development/local-governments-edos/okgrants-guides-logout/>. Complete Checklist below and upload applicable items with supporting documentation.

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b. Contractor Debarment/Exclusion Review Cert (Attachment 24 & 25) Verify with DUNS # and upload www.SAM.gov verification	1b.	1b.
c. Procurement -Exempt Activities - UPLOAD RFP/RFQ & Service Contracts if applicable	1c.	1c.
2. Categorically Excluded NOT Subject to 58.5: a. Part 58 Environmental Review-Exempt-CENST Format (Attachment 12) Complete and Upload Categorically Excluded Not Subject to Section 58.5 Form (Pursuant to 24 CFR Part 58.35(b)) *Be sure to ONLY include funds committed to Categorically Excluded activities under 58.35(b)(3) (ex. Purchase of Equipment)	2a.	2a.
<div style="text-align: center;">  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> If your project does not include CEST activities, proceed to Other Requirements below. </div> </div>		

2021

Release of Funds Checklist

3. CATEGORICAL EXCLUDED (Subject to 58.5) CEST –

Improvements to Existing Infrastructure such as Public Facilities

Complete CEST (HUD/ODOC Form) with information from prepared “Resource Worksheets” for each Federal Law & Authorities listed at 24 CFR 50.4, 58.5 & 58.6.



- a) **Historical** letters of concurrence (State & Tribal)
- b) **Archaeological** letter of concurrence
- c) Part of the review is **Floodplain** Management, the “Resource Topic Page & Worksheet” provides guidance to determine if the activity is located in the 100- or 500-year floodplain. If any portion of the project is located in the floodplain or wetland, a 5-step or 8-step review process shall be performed requiring **two publications** for public comment **1)Early Public Review & 2)Justification for locating project in a floodplain.**

If no regulatory agency requires consultation or mitigation, the activity can convert to an exempt activity at 58.34(a)(12). No Notice to the Public is required and the Chief Elected Official executes the CEST Form. **You may skip to f) Request for Release of Funds 7015.15**

d) Prepare & post a Notice of Intent to Request Release of Funds for Public Comment Period

e) Distribute the Notice of Intent to interested parties

f) Chief Elected Official **Certifies** the Review of all Environmental Documents Prepared and **Executes** the CEST and the 7015.15 Request for Release of Funds (HUD/ODOC Forms).

3. Complete and Upload Categorically Excluded Form: Categorically Excluded Subject To 58.35(a)(CEST) (Attachment 13) *Be sure to ONLY include funds committed to Categorically Excluded activities under 58.35(a); (i.e., Replacement of water/sewer lines, reconstruction of curbs and sidewalks, repaving of streets)				3. CATEX Form	3. CATEX Form																
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Release of Funds Checklist

4. Environmental Assessment (EA) Review (Primarily used for **NEW** construction)

Complete EA (HUD/ODOC Form) using information from prepared “Resource Worksheets”.

- a) **Historical** letters of concurrence (State & Tribal)
- b) **Archaeological** letter of concurrence
- c) Part of the review is **Floodplain** Management, the “Resource Topic Page & Worksheet” provides guidance to determine if the activity is located in the 100- or 500-year floodplain. If any portion of the project is located in the floodplain or wetland, 5-step or 8-step review process shall be performed requiring **two publications** for public comment **1)Early Public Review & 2)Justification for locating project in a floodplain**

d) Prepare and Post a **Combined Notice** - A Finding of No Significant Impact to the Environment and Intent to Request a Release of Funds.

e) Distribute the Combined Notice to interested parties

f) Chief Elected Official **Certifies** the Review of all Environmental Documents, Prepares and **Executes** the EA Form and 7015.15 Request for Release of Funds (HUD/ODOC Forms).

Items 5 thru 11 are other documents required before ODOC can provide a “Release of Funds”.

4. Complete and Upload Environmental Assessment Form: Environmental Assessment Checklist (Attachment 14):	4. EA Form	4. EA Form
a. Historical Clearance Letter (SHPO & THPO) https://www.ohhistory.org/shpo/section106.htm https://www.ohhistory.org/shpo/tribal106	4a.	4a.
b. Archaeological Survey Letter - https://www.ou.edu/archsurvey/cultural-resource-management/agencies-and-applicants	4b.	4b.
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f. REQUEST RELEASE OF FUNDS - 7015.15 (Attachment 15) OTHER REQUIREMENTS (if applicable)	4f.	4f.
5. Leverage/Matching Funds- (Attachment 20): <input checked="" type="checkbox"/> UPLOAD Leverage Confirmation & supporting document as applicable.	5.	5.
6. Insurance & Bonding (as applicable) UPLOAD items: <input checked="" type="checkbox"/> Evidence of City/County general liability insurance coverage <input checked="" type="checkbox"/> Evidence of City/County bonding	6.	6.
7. Anti-Displacement Plan (Attachment 22) <input checked="" type="checkbox"/> UPLOAD Executed Plan	7.	7.
8. Fair Housing Activity - UPLOAD one (1) activity: Refer to Policy and Procedure Manual - Policy 404	8.	8.
9. Section 3 - if applicable UPLOAD Resolution & Plan adopted by sub-recipient: Refer to Policy and Procedure Manual - Policy 404	9.	9.
10. Engineer Acknowledgment- (Attachment 21) <input checked="" type="checkbox"/> UPLOAD Executed Form	10.	10.
11. ODEQ Permit to Construct -UPLOAD for W/S Eng. Contracts & Part II Contract Conditions as applicable - Leave blank if N/A	11.	11.

Preparer Name, Title, & Agency (Typed)

ODOC Reviewer Name & Title

Date

Date

2021

Release of Funds

Exempt and Categorically Excluded Not Subject To (CENST) Form:

Forms can be located in the CDBG-CV Policy and Procedure Manual or here:

<https://www.hudexchange.info/resource/3141/part-58-environmental-review-exempt-or-censt-format/>

Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

This is a suggested format that may be used by Responsible Entities to document completion of an Exempt or Categorically Excluded Not Subject to Section 58.5 environmental review.

Project Information

Project Name: Corona Covid Relief Program

Responsible Entity: City of Corona

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: 19864 CDBG-CVI

Preparer: Mr GoAway Corona, Grant Administrator

Certifying Officer Name and Title: Robert Corona, Mayor

Consultant (if applicable):

Project Location: Metro

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

Due to the COVID-19 public health emergency, residents continue to sustain devastating economic losses causing the need for immediate assistance. To make a positive impact in the lives of Corona residents \$500,000 will be used for Utility Assistance, Nutrition and Mental Health has been appropriated to provide assistance to residents.

Release of Funds

Exempt and CENST Form:

To determine Level of Environmental Review Determination, use the **U.S. Department of HUD Office of Environmental and Energy Handbook of Laws, Regulations, and Executive Orders for HUD Environmental Compliance** provided in the CDBG-CV Policy and Procedure Manual.

Level of Environmental Review Determination:

- ☒ Activity/Project is Exempt per 24 CFR 58.34(a): **(3) Administrative and management services. *Project funds will be used to pay for grant administration and consulting services.**
- ☒ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): **(2) Supportive services including, but not limited to, health care, housing services, nutritional services, short-term payments for rent/mortgage/utility costs. *Project funds will be used for utility assistance, nutrition and mental health services.**

Funding Information

Grant Number	HUD Program	Funding Amount
19864	CDBG-CV1	\$400,000

Estimated Total HUD Funded Amount:

Utility Assistance: \$170,000
Nutrition Assistance: \$106,000
Mental Health: \$100,000
Activity Delivery Costs: \$24,000
Total HUD funds: \$400,000

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:

City of Corona Leverage: \$100,000
CDBG-CV1: \$400,000
Total HUD and non-HUD funds: \$500,000

Release of Funds

Exempt and CENST Form:

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>N/A. This Activity is not a purchase or sale of an existing property.</i>
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>N/A. Oklahoma is not is Coastal Barrier Resource Area.</i>
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>N/A. Oklahoma does not require Flood Insurance as the State of Oklahoma is a Federal Formulated Grant Funded State from the US Dept. of Housing and Urban Development per 24 CFR Part 58.6(a)(3)</i>

Release of Funds

Exempt and CENST Form:

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
None	

Preparer Signature:  Date: 4/19/21

Name/Title/Organization: City of Corona Grant Administrator

Responsible Entity Agency Official Signature:

 Date: 4/19/21

Name/Title: Mayor of Corona

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

Release of Funds

Categorically Excluded Subject To (CEST)



U.S. Department of Housing and Urban
Development
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

**Environmental Review for Activity/Project that is Categorically
Excluded Subject to Section 58.5**
Pursuant to 24 CFR 58.35(a)

This is a suggested format that may be used by Responsible Entities to document completion of a
Categorically Excluded Subject to Section 58.5 environmental review.

Project Information

Project Name: City of Covid Public Facility Rehab

Responsible Entity: City of Covid

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: 19865 CDBG CV

Preparer: Mr. Covid Vaccine, Grant Administrator/Consultant

Certifying Officer Name and Title: Peggy Covid, Mayor

Grant Recipient (if different than Responsible Entity):

Consultant (if applicable): Mr. Covid Vaccine

Direct Comments to: Mr. Covid Vaccine

Project Location: Public facilities located at:
109 E. Springer
201 N. Division
407 Commerce Blvd.

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:
The City of Covid Replacement of HVAC Systems and Window
Replacements Project will be paid with CDBG-CV funds in the amount of \$500,000. The
City is contributing \$100,000. Compliance with the National Environmental Protection Act
of 1969 (NEPA) is required. The City of Covid will use COVID rehabilitation assistance
funds to install HVAC systems with filtration systems and replace inoperable windows in
3 various buildings throughout the city that are heavily utilized by City personnel and the
public on a regular basis. The ages of the buildings range from 1940 to 2011. The HVAC
units and window replacements are needed to address the lack of ventilation and
filtration needed to mitigate risks of airborne Coronavirus particles, improve indoor air
quality, rapidly turn over fresh air within the buildings, and help to prevent the spread of
Coronavirus. All three buildings are owned by the City of Covid.

<https://www.hudexchange.info/resource/3139/part-58-environmental-review-cest-format/>

Level of Environmental Review Determination:
Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5:

58.35(a)(iii) In the case of non-residential structures, including commercial, industrial, and
public buildings:
(A) The facilities and improvements are in place and will not be changed in size or capacity by
more than 20 percent; and
(B) The activity does not involve a change in land use, such as from non-residential to
residential, commercial to industrial, or from one industrial use to another.

Funding Information

Grant Number	HUD Program	Funding Amount
18472	CDBG-CV	\$500,000

Estimated Total HUD Funded Amount:
\$500,000- Rehab assistance

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:
\$500,000
\$100,000 -Match/leverage
\$600,000 Total project cost

Release of Funds

All worksheets must be completed to confirm compliance determinations.

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 1- Project is replacement of existing HVAC systems and windows in 3 buildings- There are no military airports</i>

		<i>within 15,000 feet or civil airports within 2,500 feet of the projects sites. See attached airport maps.</i>
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 2- Project is located inland.</i>
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5542]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 3- The project has an exception to the flood insurance purchase requirements, 24 CFR 58.6(a)(3) because the project is funded by HUD and is a formula grant made to the State.</i>

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Clean Air Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 4- Nonattainment shows none of Oklahoma is in a nonattainment area.</i>
Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 5- Project is located inland.</i>
Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 6- Project is not located in an area of known history of toxic or hazardous materials. Site visit on 5/18/22 validates no toxic or hazardous materials are present.</i>
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 7- Generic clearance letter used includes the following language: "Rehab or renovation activities associated with existing structures (e.g. houses, buildings) are permitted."</i>
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 8- On site visit performed on 5/18/22 shows no above ground tanks were near project area.</i>
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 9- The project does not convert land use.</i>

1504(b) and 1541; 7 CFR Part 658 Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>See attachment 10- None of the 3 buildings included in project are located in a floodplain. See attached floodplain map.</i>
---	---	---

Release of Funds (CEST)

Important:

If there are no mitigation measures the project can convert to exempt. (e.g., project located in a floodplain)

If there are mitigation measures, the project cannot convert to exempt and the subrecipient must publish a Notice of Intent (NOI) and Request Release of Funds (RROF) also known as form 7015.15.

Field Inspection (Date and completed by): 5/18/22 by Mr. Covid Vaccine
Summary of Findings and Conclusions:
There will be no negative impacts to the natural or manmade environment.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

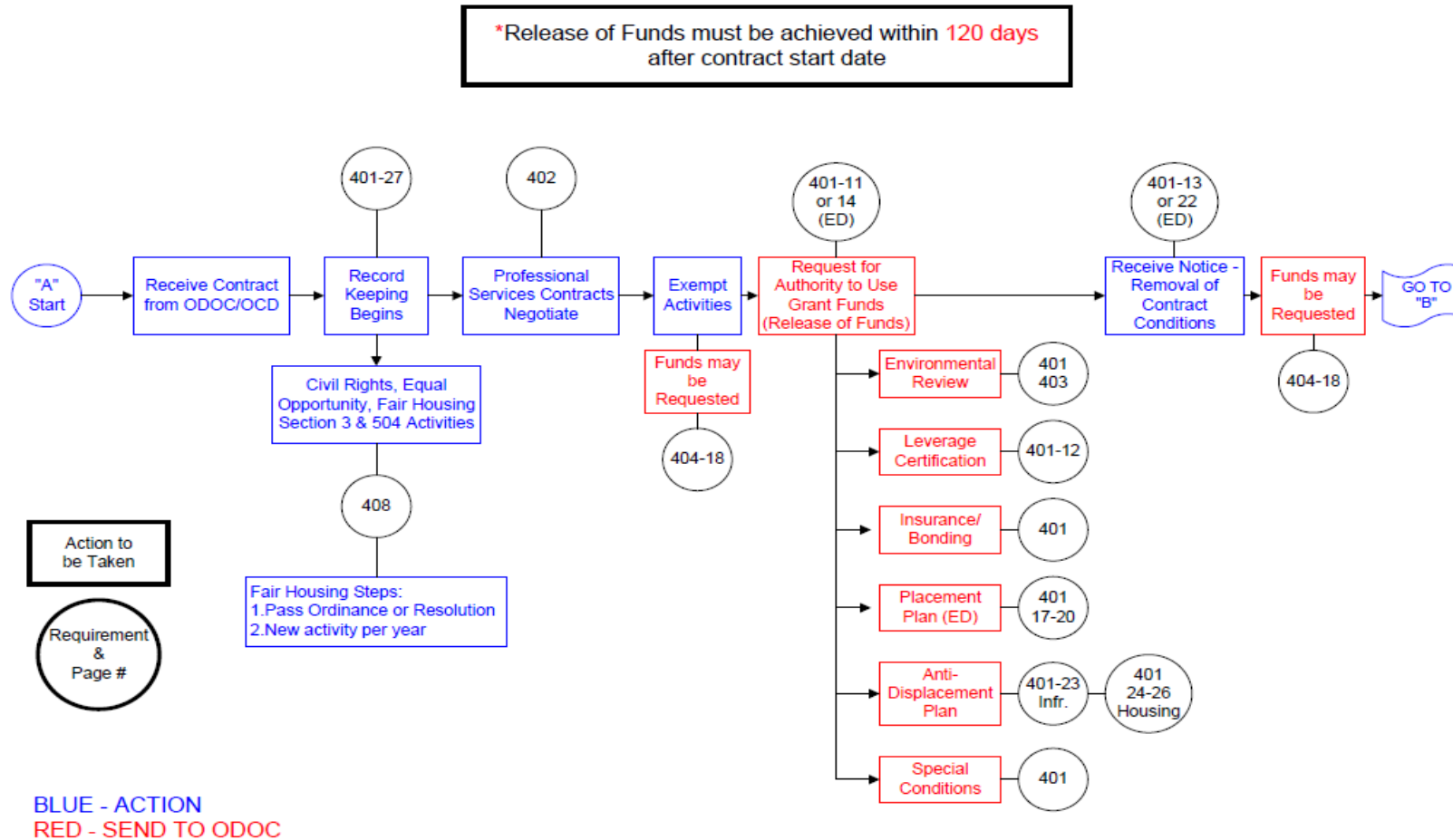
Law, Authority, or Factor	Mitigation Measure
	<i>No mitigation measures are required.</i>

Determination:

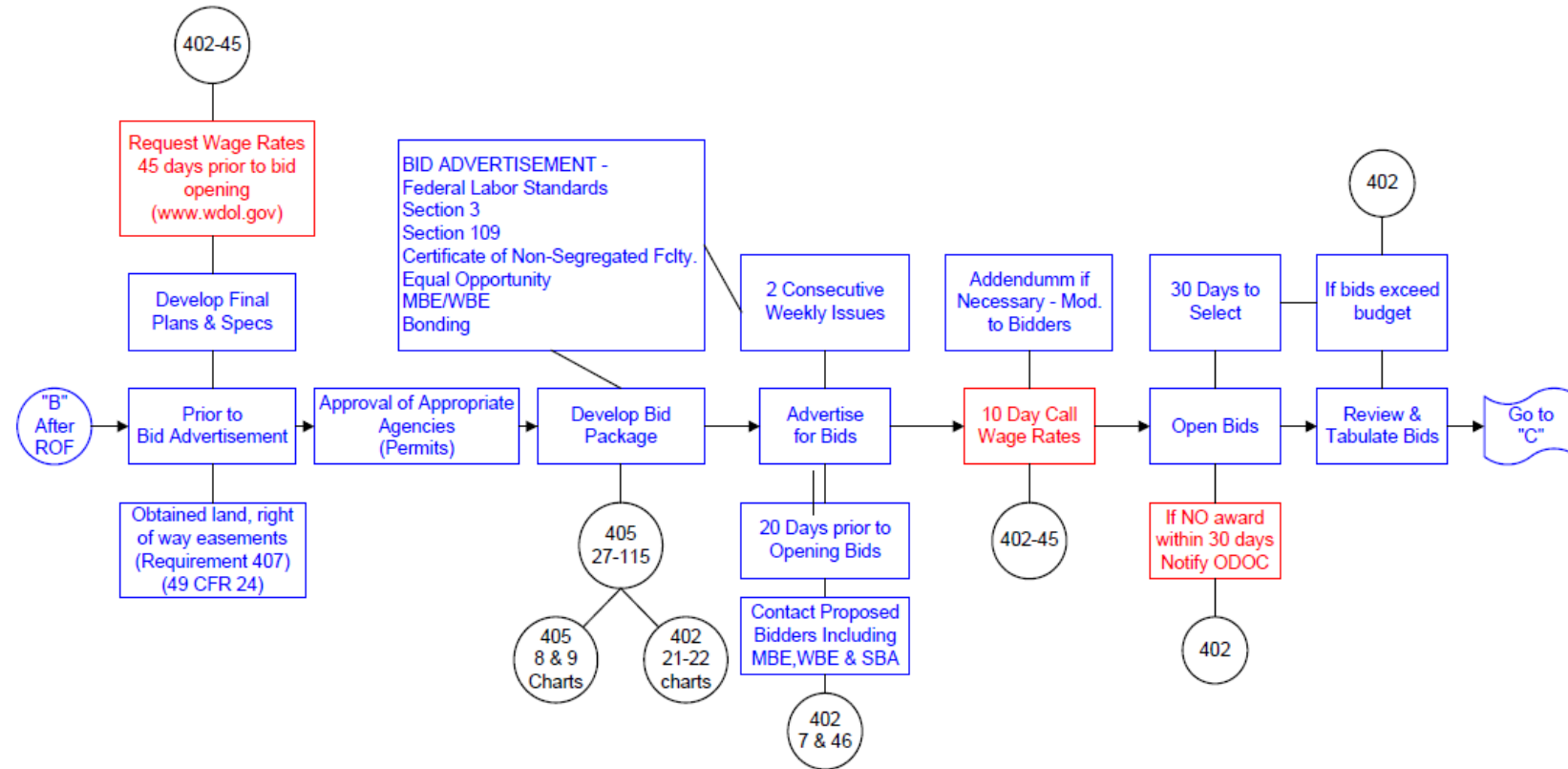
- ☐ This categorically excluded activity/project converts to Exempt, per 58.34(a)(12) because there are no circumstances which require compliance with any of the federal laws and authorities cited at §58.5. Funds may be committed and drawn down after certification of this part for this (now) EXEMPT project; OR
- ☐ This categorically excluded activity/project cannot convert to Exempt because there are circumstances which require compliance with one or more federal laws and authorities cited at §58.5. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain “Authority to Use Grant Funds” (HUD 7015.16) per Section 58.70 and 58.71 before committing

Construction Flow Chart

Community Development Block Grant Construction Flow Chart

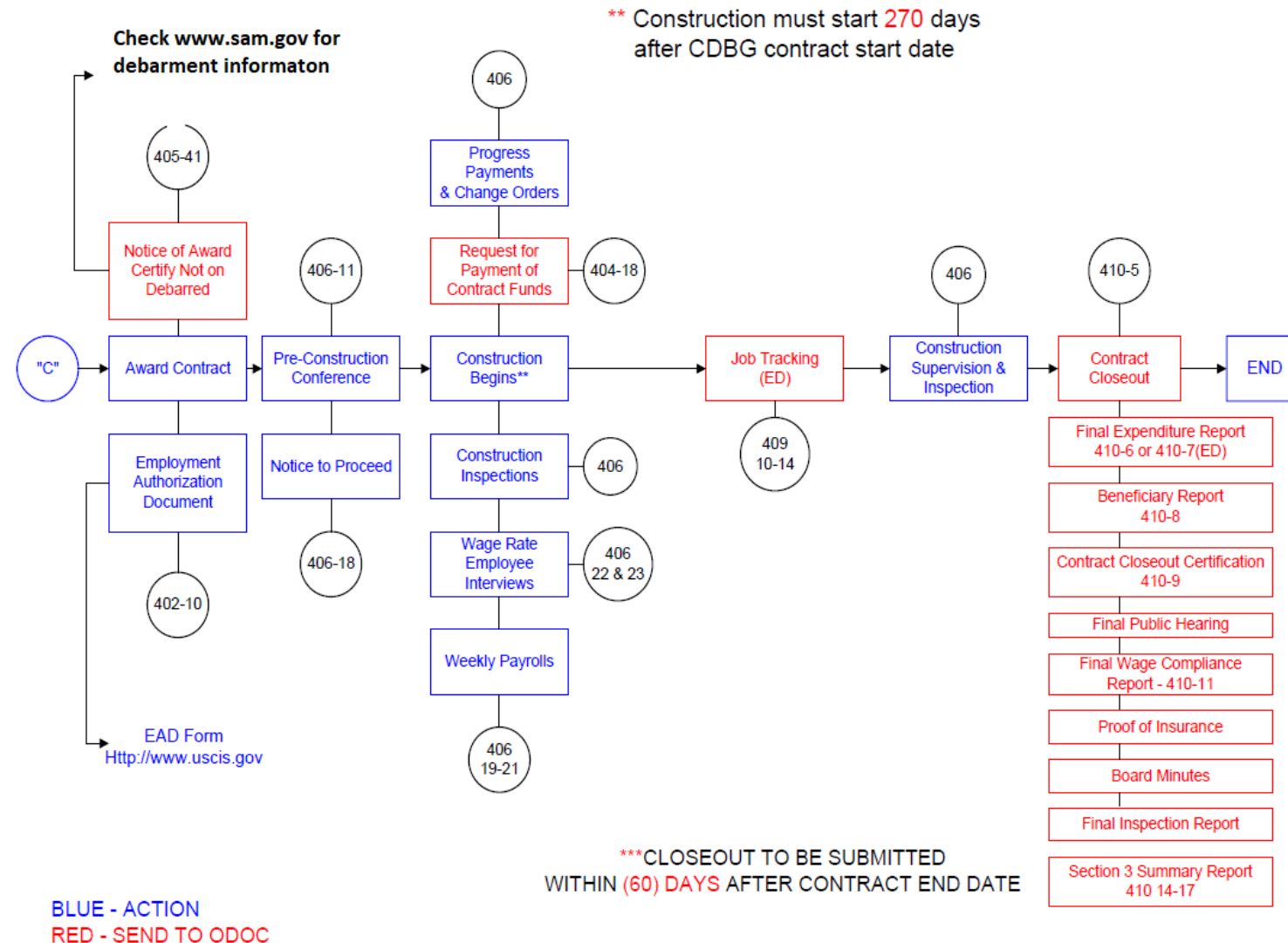


Construction Flow Chart



BLUE - ACTION
RED - SEND TO ODOC

Construction Flow Chart



Release of Funds

Extra step when debarment requirements have not been met or if there is other missing information:

Document Information: CDBG-CV2-NORMAN CI-00002

Details

Related Documents

Sort search results by: -- Select --Filter by Document Type:

GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
ODOC Monitoring Report	Initiate a/an ODOC Monitoring Report				
ODOC Release of Funds	ROF-CDBG-CV2-NORMAN CI-00002	Exemption Approved - Release of Funds In Process	07/01/2016 - 12/31/2024 12/31/2024 11:59PM	Ms. Breea Clark 11/5/2021 1:38:26 PM	Cody Butler 2/1/2022 12:45:38 PM

Release of Funds Overview

- ☐ Submit Release of Funds for Exempt/CENST activities. Examples include grant administration, engineering/architect fees, inspections and other soft costs found in 58.34 or 58.35(b);
- ☐ After clearance has been received for Exempt/CENST activities prepare environmental review for CEST activities found in 58.35(a);
- ☐ Submit Wage Determinations found at www.sam.gov 45 days prior to bid;
- ☐ Request 10-day call ten days prior to bid opening to verify wage rates;
- ☐ After bid opening obtain approval for Notice of Award;
- ☐ Complete Release of Funds;
- ☐ Begin construction.

Civil Rights, Fair Housing and Section 3

Fair Housing

The Fair Housing Act prohibits discrimination in housing opportunities for nine (9) protected classes:

Race

Color

Age

Religion

National Origin

Gender

Disability

Family Status

Sexual Orientation

Fair Housing Requirement

ODOC requires all CDBG grant recipients to:

- * adopt a Fair Housing Ordinance or pass a Fair Housing Resolution as the first step in affirmatively furthering fair housing.

- * undertake at least one (1) new activity per year to further fair housing.

Fair Housing requirements examples

- Have a written local complaint and monitoring process and notify the public of its existence through newspaper advertisement, or through notices in utility statements.
- Designate April or any month as “Fair Housing Month” by Proclamation or Resolution along with another sponsoring activity
- Newspaper advertisements, marquis displays or public service announcements
- Poster contest, essay writing contest at local schools
- Display items at local businesses



When it comes to housing, little things shouldn't make a difference.

If you have children or are pregnant and a landlord refuses to rent to you, requires a higher security deposit, limits the use of facilities, or says you can only live in certain areas of a housing complex... that could be discrimination. And housing discrimination because of familial status is against the law.

If you believe you may be a victim of housing discrimination,
contact HUD or your local Fair Housing Center:

Visit www.hud.gov/fairhousing or call the HUD Hotline
1-800-669-9777 (voice) 1-800-927-9275 (TTY)

Your Choice. Your Right. Your Home.



A public service message from the U.S. Department of Housing and Urban Development in partnership with the National Fair Housing Alliance. The federal Fair Housing Act prohibits discrimination because of race, color, religion, national origin, sex, familial status or disability. For more information, visit www.hud.gov/fairhousing.



FHEO Resource

https://www.hud.gov/program_offices/fair_housing_equal_opp/marketing

- Posters
- Social Media Advertisements
- Brochures
- Booklets
- Flyers
- Handouts

SECTION 504 OF THE REHABILITATION ACT OF 1973

Summary:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by HUD or that receive financial assistance from HUD.

Purpose:

- In addition to its responsibility for enforcing other Federal statutes prohibiting discrimination in housing HUD has a statutory responsibility under Section 504 to ensure that individuals are not subjected to discrimination on the basis of disability by any program or activity receiving HUD assistance.
- Section 504 charges HUD with enforcing the right of individuals to live in federally subsidized housing free from discrimination on the basis of disability.
- Further, Section 504 covers employment discrimination based on disability and requires HUD and HUD-assisted agencies to make reasonable accommodations for the known physical or mental limitations of an employee or qualified applicant.
- It covers all HUD programs except for mortgage insurance and loan guarantee programs.

SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT (HCD) ACT OF 1974

Summary:

Section 109 of the HCD Act of 1974, Title I, prohibits discrimination on the basis of race, color, national origin, disability, age, religion, and sex within Community Development Block Grants (CDBG) programs or activities

Purpose:

- In addition to its responsibility for enforcing other Federal statutes prohibiting discrimination in housing. HUD has a statutory obligation under Section 109 to ensure that individuals are not subjected to discrimination on the basis of race, color, national origin, disability, age, religion, or sex by recipients of CDBG funds.
- Section 109 charges HUD with enforcing the right of individuals to live in CDBG-funded housing free from such discrimination.
- However, this additional statutory authority only applies to CDBG and allied programs, such as Section 108 loan guarantees and the Historically Black Colleges and University program.

[Title II of the Americans with Disabilities Act of 1990](#)

Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

[Architectural Barriers Act of 1968](#)

The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.

[Age Discrimination Act of 1975](#)

The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

Section 3 Requirements

Section 3 of the Housing and Urban Development Act of 1968 requires that grantees, sub grantees, sub recipients, contractors, subcontractors, and/or developers funded in whole or in part by CDBG-CV funding, to the greatest extent feasible, extend hiring opportunities and contracts to Section 3 eligible residents and businesses. Section 3 eligible residents are low- and very low- income persons, particularly those who live or reside in public or government assisted housing.

For those entities that receive more than **\$200,000** in HUD CDBG-CV assistance, and contractors that are awarded covered contracts that exceed **\$200,000**, ODOC requires that an approved Section 3 plan be in place before the project is awarded and approved.

Important: If a construction contractor has identified as a Section 3 Business, labor hours will need to be tracked. These forms will soon be added to the CDBG-CV Policy and Procedure Manual. Stay tuned.

Procurement



Procurement Requirements

Cities and Towns are required to follow their own procurement procedures as established by local ordinance for the purchase of all goods and services. In the absence of procurement procedures, Cities and Towns should use the procurement requirements outlined in the CDBG-CV Policy and Procedure Manual.

- Small Purchases - \$5,000 or less in aggregate
- Between \$5,000 and \$50,000 – Must receive in writing at least 3 bids or quotes.
- \$50,000+ - Must obtain Sealed Bids

Counties are required to follow the procedures as defined in O. S. 19, et.al. County purchasing practices in Oklahoma are regulated by Sections 1500 through 1505 in Title 19, Chapter 33, “County Purchasing Procedures”, of the Oklahoma Statutes, commonly referred to as the County Purchasing Act. These practices are also regulated by the “Public Competitive Bidding Act” (PCBA) in Title 61, Sections 101 through 138 in the Oklahoma Statutes. These Statutes are revised each year by the Oklahoma Legislature to keep them current and beneficial.

- Small Purchases - \$10,000 or less in aggregate
- \$10,000 + – Must advertise, solicit and obtain Sealed Bids

Procurement Requirements

24 CFR 570.489(d): Fiscal controls and accounting procedures.

A State/Subrecipient shall have fiscal and administrative requirements for expending and accounting for CDBG funds that:

- Are specific enough to ensure compliance
- Ensure that CDBG funds are spend for reasonable and necessary costs;
- Ensure that CDBG funds are not used for general expenses

A State/Subrecipient may satisfy this requirement by:

- Using requirements applicable to the use of its own funds;
- Adopting new requirements; or
- Applying the provisions in 2 CFR part 200 (in which case, **the provisions of part 200 apply to the State and its sub-recipients**)

Procurement Requirements

Tip: As a good rule of thumb, where local and state rules address the same matter/requirements as 2 CFR part 200, ***follow the most restrictive*** standard unless it conflicts with the Federal Requirement (if there is a conflict, follow Part 200 rule or contact ODOC for guidance)

Procurement transactions must be handled in a manner that provides “full and open competition” (2 CFR 200.319)

Please refer to the CDBG-CV Policy and Procedure Manual for more detail.

Low to Moderate Income (LMI) Tracking

Low to Moderate Income

Two Ways to Verify LMI

- Beneficiary-by-Beneficiary: Primarily for individual and household level services as they are provided.
- Target Area: Only necessary for area wide services. If this method is used, only new 2022 surveys will be accepted.
 - *Example: A community would like to complete rehab on an existing public facility but does not automatically qualify at least 51% LMI. In this scenario, the community would need to obtain new income surveys to prove LMI eligibility in the target area.*

Low to Moderate Income (LMI)

LMI Beneficiary-by-Beneficiary Tracker

- The Beneficiary-by-Beneficiary Tracker (BBT) should be used to track LMI information for individual services.
- BBT tracks information such as:

☐ Name

☐ Address

☐ Type of Assistance

☐ Amount of Assistance

☐ Duplication of Benefits / Other Assistance

☐ COVID Tieback

☐ LMI Verification

Note: If working with a Community Action Agency or Non-profit organization make sure they are documenting LMI correctly.

Low to Moderate Income (LMI)

When tracking beneficiaries on the LMI Beneficiary-by-Beneficiary Tracker form, group all activities together. Ex: All utility bills paid should be grouped together and totaled at the bottom, then all rental bills paid should be grouped together and totaled.

When tracking tie back to COVID, Presumed Benefit is not a valid response. Please explain the reasoning for why they are a presumed beneficiary such as elderly, disabled, or abused children.

Low to Moderate Income (LMI) Beneficiary Tracker

LMI Beneficiary by Beneficiary Tracker

Project Detail Report

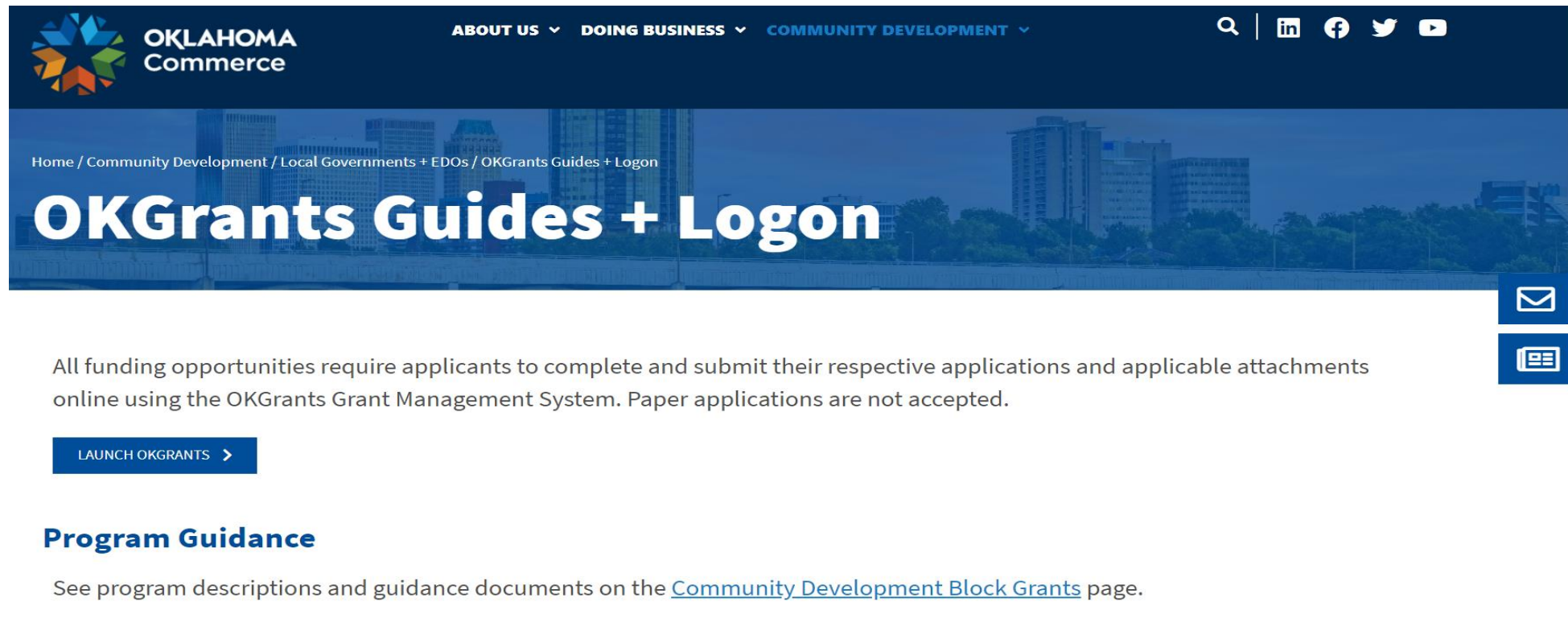
CDBG-CV Contract #18118

On-going COVID Assistance Details (Note: No direct payments to clients)																
Client Details					Assistance Details						COVID Eligibility Certification					
Client Name or Initials or Identification #	# in Household	# of Meals Served	Client Address	Client Zip Code	Type of Assistance:	Total \$ Amount of Assistance Given	Assistance Paid to:	Address to Mail Assistance Payment	Date of Assistance Application	Date Assistance Paid	Client Address Within Target Service Area? Y or N	Duplication of Benefits: Were other sources of assistance were available? Y or N	Within Target Service Area? Y or N	Total Household Income: <50% or <80% MHI	CDBG LMI Eligible? < 80% MHI Y or N	Narrative - Economic impact due to COVID
Ann Smith or A.S. or Client #1	5	420	123 Rock Lane, Olympia	38502	Rent	\$ 3,000.00	ABC Apartments	1111 Main St. Olympia, 38502	6/23/2020	6/30/2020	Y	N	Y	<50%	Y	Works in a restaurant and his hours were reduced due to COVID, they still did to-go orders, so it didn't stop entirely, but was reduced by half.
Florence L.	1		30 B St	73105	Rent	1,500.00	ABC Apartments	1111 Main St. Olympia, 38502	7/23/2021	7/23/2021	Y	N	Y	<50%	Y	Disabled/High Risk
Buitron B	1		1 Prince Ave	73105	Rent	900.00	ABC Apartments	1111 Main St. Olympia, 38502	7/23/2021	7/23/2021	Y	N	Y	<50%	Y	Elderly
Liesa P.	1		3 N St	73105	Rent	1,600.00	ABC Apartments	1111 Main St. Olympia, 38502	7/23/2021	7/23/2021	Y	N	Y	<50%	Y	Reduction of income/Loss of hours
Total Rent						4,000.00										
James G	1		32 Oak	73105	Mortgage	1,600.00	ABC Apartments	1111 Main St. Olympia, 38502	7/23/2021	7/23/2021	Y	N	Y	<50%	Y	Temporary Lay-Off -Furlough
McDowell H.	1		N 14th St	73105	Mortgage	1,200.00	ABC Apartments	1111 Main St. Olympia, 38502	7/23/2021	7/23/2021	Y	N	Y	<50%	Y	Disabled/High Risk
Total Mortgage						2,800.00										
Christin G	1		07 S 9th	73105	Utility	450.00	ABC Apartments	1111 Main St. Olympia, 38502	7/26/2021	7/26/2021	Y	N	Y	<50%	Y	Reduction of income/Loss of hours
Amber G.	1		90 N Lot	73105	Utility	379.00	ABC Apartments	1111 Main St. Olympia, 38502	7/26/2021	7/26/2021	Y	N	Y	<50%	Y	Elderly
Lesiree P.	1		S Palm	73105	Utility	250.00	ABC Apartments	1111 Main St. Olympia, 38502	7/26/2021	7/26/2021	Y	N	Y	<50%	Y	Disabled/High Risk
Total Utility						1,079.00										

OKGrants



OKGrants



The screenshot shows the Oklahoma Commerce website header with the logo and navigation menu. The breadcrumb trail reads: Home / Community Development / Local Governments + EDOs / OKGrants Guides + Logon. The main heading is "OKGrants Guides + Logon". Below this, a paragraph states: "All funding opportunities require applicants to complete and submit their respective applications and applicable attachments online using the OKGrants Grant Management System. Paper applications are not accepted." A blue button labeled "LAUNCH OKGRANTS >" is positioned below the text. To the right of the main content area, there are two stacked blue buttons: an email icon and a document icon. The background of the header and main section features a city skyline.

OKLAHOMA Commerce

ABOUT US ▾ DOING BUSINESS ▾ COMMUNITY DEVELOPMENT ▾

Home / Community Development / Local Governments + EDOs / OKGrants Guides + Logon

OKGrants Guides + Logon

All funding opportunities require applicants to complete and submit their respective applications and applicable attachments online using the OKGrants Grant Management System. Paper applications are not accepted.

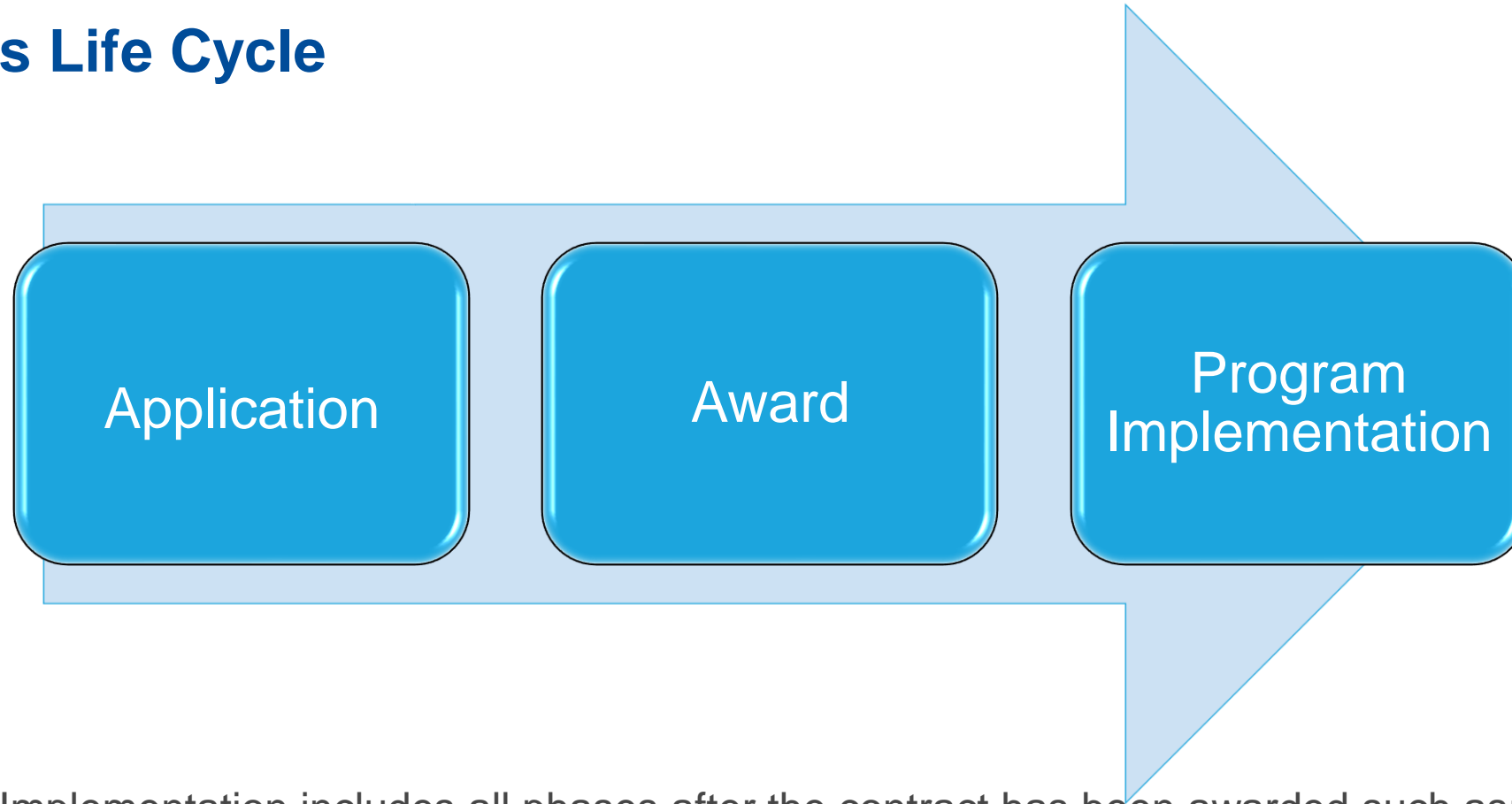
[LAUNCH OKGRANTS >](#)

Program Guidance

See program descriptions and guidance documents on the [Community Development Block Grants](#) page.

<https://www.okcommerce.gov/community-development/local-governments-edos/okgrants-guides-logon/>

OKGrants Life Cycle



Program Implementation includes all phases after the contract has been awarded such as:

- ✓ Release of Funds / Environmental Review
- ✓ Advance Request / Reimbursement Claims
- ✓ Monthly Expenditure Reports
- ✓ Quarterly Performance Reports
- ✓ Monitoring
- ✓ Closeout

OKGrants










Resources






Program Guidance

See program descriptions and guidance documents on the [Community Development Block Grants](#) page.

Module Walkthroughs

-  Contract Modification
-  Request for Funds
-  Reimbursement Claim
-  Expenditures
-  Grant Monitoring
-  Closeout
-  Initiate Release of Funds

Guides + Manuals

-  CDBG Project Management Guide
October 2021 CDBG Manual
-  OKGrants for New Users
A brief presentation providing an introduction to the Grant Management System.
-  OKGrants FAQ/Troubleshooting
A selection of answers and hints for the most common questions and issues.
-  Status Glossary
A breakdown of the various document statuses and their meanings.
-  OKGrants Subgrantee User Manual
An in-depth look at the processes and capabilities of the Grant Management System.

For questions regarding the OKGrants Grant Management System contact Cody Butler at 405-213-8667 or cody.butler@okcommerce.gov.

OKGrants Walkthroughs and Roles

Step-by-step walkthroughs can be obtained from within the OKGrants system or on our website [okcommerce.gov OKGrants Guides](https://okcommerce.gov/OKGrants/Guides).

Subrecipient Roles:

- **Agency Administrator** – Handles user accounts only;
- **Viewer** – Cannot edit or save. Used for auditors;
- **Writer** – Can edit and save, but cannot submit anything;
- **Financial Officer** – Can, edit, save and submit;
- **Authorized Official** – Full permissions for everything.

Financial Management



Financial Management

- OKGrants is required for the submission of applications, implementation of projects and subsequent closeout. It is important to note that some documents will be completed on forms that are programmed into OKGrants such as reimbursement claims and quarterly reporting. Certain other documents may be completed by the Grant Recipient and then uploaded into OKGrants. All paper documents should be maintained by the subrecipient at their primary office.
- All Grant Recipients are required by State statute to track Federal dollars by fund. This simply means that a separate set of accounting records must be set up for each CDBG contract received,
- All entries recorded in the cash disbursements journal must be traceable to some form of source documentation, e.g., invoices, partial pay estimates, employee time sheets, etc. Additionally, all original documentation should be filed in an orderly manner and readily available for review in the event ODOC performs a financial monitoring.
- If leverage funds are used, they must be tracked and reported monthly.
- Non-Collusion Affidavits are required to be attached to all contracts for **\$25,000** or more
- The most important thing to remember is that you can only expend funds on the items that are listed in the detailed budget submitted with your application for funding

Advance Request Requirements

Upload the following for every advance request through OKGrants:

1. Reimbursement Claim (attached to the CDBG-CV Policies and Procedures Manual);
2. Purchase Order – If POs are not used, the first advance request should include an explanation on why POs are not used and what process is outlined for approved purchases;
3. Invoice(s);
4. LMI Beneficiary by Beneficiary Tracker;
5. Employee Timesheets - required if advance request includes administrative costs (also called Activity Delivery Costs). This does not apply if you are a City employee being paid from the City budget.

Note: Due to limitations within OkGrants, the term Advance Request and Reimbursement Claim are used interchangeably in the CV program. Both terms are the same.

Advance Request File Organization

When an advance request is submitted, files should be organized properly for review. Files should be uploaded in the following manner:

1. Reimbursement Claim
2. Purchase Order
3. Invoice
4. LMI Tracker
5. Timesheets (if applicable)
6. Equipment Inventory (if applicable)

Advance Request File Organization

Files should also be labeled accordingly in OkGrants.

UPLOADS

Instructions:

Upload a file and complete the description, click **Save**

To remove a file, select the DELETE checkbox, clear the description, and click **Save**

Refer to your complete application packet for guidance on up-loadable attachments.

Description	File	SAVE	SAVE/NEXT	NEXT	PRINT VERSION	ADD NOTE	CHECK GLOBAL EF
Reimbursement Claim Form	<input type="button" value="Browse..."/> No file selected. <input type="checkbox"/> DELETE 821025_607135-reimbursementclaimform2.pdf						
Expense Documentation - PO and Invoice	<input type="button" value="Browse..."/> No file selected. <input type="checkbox"/> DELETE 821025_607135_2-expensedocumentationclaim2.pdf						
LMI Beneficiary Tracker	<input type="button" value="Browse..."/> No file selected. <input type="checkbox"/> DELETE 821025_607135_3-LMItrackerclaim2.pdf						
Expense Information from invoice totaling \$25,436.37	<input type="button" value="Browse..."/> No file selected. <input type="checkbox"/> DELETE 821025_607135_4-CopyofOct2021CDBGInvoiceClientServices.pdf						
Timesheets	<input type="button" value="Browse..."/> No file selected. <input type="checkbox"/> DELETE 821025_607135_5-NovOctTimesheets.pdf						

Pay Advances

All funds requested on are present on pay advance.

Make sure you have enough funds to request.

Upload all supporting documents

Document Information: -001-CDBG

Parent Information: CDBG-Phase II-2018- TO-00167

[Details](#)

You are here: > [ODOC Advance Menu](#) > [Forms Menu](#) > Request for Payment

REQUEST FOR PAYMENT

Instructions: Please complete this page and click SAVE. Fields will populate with information and any errors will be noted at this point. Required fields are marked with an asterisk.

Once saved, click [here](#) to go directly to the "Change the Status" page.

Contract #

Grantee

Invoice #

-001-CDBG

Amount Requested	Category	IDIS Activity (ODOC Only)
\$4,675.00	Public Administration	
\$16,353.49	Construction/Activities	

\$21,028.49

TOTAL REQUEST

Amount for this Contract

\$131,953.32

Total Award Amount

\$257,575.00

Drawn Down Amount

\$0

Explanation and/or breakdown of requested funds

Grant Admin during construction - Pre Work etc. \$4,675.00

Construction Pay App #1 \$16353.49

Reimbursement Claim Form

For any entity that is offering beneficiary services for multiple months or more than one activity such as receiving assistance for utilities and rent, please do not double count persons receiving that service or assistance. For example, if a household receives utility assistance for 6 months that beneficiary is counted as 1 household on the Reimbursement Claim Form, as well as in all Quarterly Performance Reports. The same would apply if that same individual receives rental assistance, the beneficiary or household should only be counted once when tracking LMI information.

Financial Management

Reimbursement Claims

- Reimbursement Claims will need to be submitted with each advance request.
- Information from Reimbursement Claims will also be used on the Quarterly Performance Report (QPR).

CDBG-CV Reimbursement Claim Form		
<i>This form should be submitted with each reimbursement claim for CDBG-CV funds. Include Purchase Order/s and Invoice/s with claim. Must be signed by Authorized Official of Grant Recipient.</i>		
<u>Amount of claim:</u>	<u>CDBG-CV Contract #</u>	<u>19864</u>
<u>\$75,000</u>		
<u>Type of Assistance</u>	<u>Beneficiaries Assisted</u>	<u>Amount Expended For Assistance</u>
Rental/Mortgage Assistance (Example)		
# Of Rentals Assisted	1,500	\$25,000.00
# Of Mortgage Assisted	20	\$50,000.00
Total # Of Persons/Households Served	1520 Persons	
Total # of LMI Served	775	
Total Amount Expended for Assistance		\$75,000.00

Financial Management

Personnel Timesheets

- For staff that perform work on CDBG-CV eligible activities, a timesheet will need to be submitted for reimbursement. (Note: It would be best, but not required, to submit these timesheets monthly to ensure compliance and documentation requirements.) Ex. Community Action Agency staff or non-profit organization staff time on project. This does not apply to City staff being paid from the City budget.
- Make sure timesheets are signed accordingly. Incomplete timesheets will not be processed for payment.

EMPLOYEE NAME	POSITION TITLE	WORK PERFORMED	DATE	PAY RATE	Day of Week (Week 1)							Total Number of Hours	Total Program Hours Worked	PROGRAM REIMBURSEABLE PAY
					M	T	Wed.	Th.	Fri.	Sa.	Su.			
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
Total Number of Hours Worked -												0.0	0.0	\$0.00

Date & Signature of Staff Personnel				Signature:								Date:				
Date & Signature of Staff Supervisor				Signature:								Date:				
Date & Signature of Subrecipeint				Signature:								Date:				

**Note: Please be sure to attach the approved timesheets and pay stub together when submitting program reimbursements.*

Monthly Expenditure Report (MER)

- Monthly Expenditure Report must be entered on OKGrants by the **10th of every month** following a month in which there has been a draw, expenditure, or cash balance of CDBG funds.
- **Leverage expenditures must also be included on the report.** Leverage expenditures must be reported when incurred, if there has not been an expenditure of leverage funds please place a zero in the appropriate line item. If there are no CDBG expenses to report during the month, a report for leverage expenditures only must be submitted if leveraged expenditures occurred. Along with the submitted Leverage Expenditure Report, supporting documentation such as invoices, receipts and cancelled checks must be uploaded in OKGrants.
- Timely submission of the Monthly Expenditure Report is important. Requests for funds will not be processed if there are any delinquent reports outstanding.

Expenditure Report

Monthly Vs. Final

Month and year selected the expenditure accrued

Budget Item

Description of expenditures

EXPENDITURE REPORT

NEXT

PRINT VERSION

ADD NOTE

CHECK GLOBAL ERRORS

Instructions:

1.

Please complete this page and click **SAVE**, fields will populate with information and any errors will be noted at this point.

Required fields are marked with an *.

Once saved, click [here](#) to go to the "Change the Status" page.

Contractor Name: . Town of

Contract #: CDBG 18

Month: January

Year: 2020

Type of Expenditure Report*

☒ Monthly

☐ Final

☐ Revised

INTEREST RECONCILIATION

CASH RECONCILIATION

Total Interest Earned (Total to Date):

\$0*

Cash Received (Total to Date):

\$21,028.49*

Less Interest Expended (Total to Date):

\$0*

Cash Expended (Total to Date):

\$21,028.49*

Interest Earned Cash Balance:

\$0

Unexpended Cash Balance:

\$0

Category	Current Expenditures	Expenditures to Date	Budget	Remaining Balance
Construction/Activities	\$16,353.49	\$16,353.49	\$234,050.00	\$217,696.51
Engineering/Architect	\$0	\$0	\$0	\$0
Inspection	\$0	\$0	\$9,500.00	\$9,500.00
Planning	\$0	\$0	\$0	\$0
Direct Grantee Admin	\$0	\$0	\$0	\$0
Public Facilities Admin	\$4,675.00	\$4,675.00	\$14,025.00	\$9,350.00
Other	\$0	\$0	\$0	\$0
TOTAL CDBG COSTS	\$21,028.49	\$21,028.49	\$257,575.00	\$236,546.51
Leverage/Match	\$0	\$0	\$0	\$0
TOTAL PROJECT COST	\$21,028.49	\$21,028.49	\$257,575.00	\$236,546.51

By submitting this report, I hereby certify that the expenditures reported are taken from the original Books of Account and that such expenditures are valid and consistent with the terms of the contract.

Revision Explanation:

0 of 1000

Oklahoma | CDBG-CV Technical Assistance

ODOC CD | CDBG-CV Technical Assistance (Updated May 2022)

65

Financial Management

[illegible]

- The general ledger is to remain on file and must include data from the following information:
 - Invoice
 - Purchase Order
 - Check

Timely Expenditure Requirements

FR 6218-N-01 mandates that **80 %** of CDBG-CV funds must be obligated and expended **within three (3) years** of the date funds are obligated, unless a waiver is granted by HUD. **March 2023 is the deadline for this requirement.**

What does this mean for subrecipients?

- At the end of one year, the sub-recipient will have eligible expenditures and will have drawn a **minimum of ten percent (10%)** of the total contract amount.
- At the end of eighteen months the sub-recipient will have eligible expenditures and drawn a **minimum of eighty percent (80%)** of the total contract amount.
- At time of closeout submission, the sub-recipient will have submitted the final request for all eligible expenditures.

Quarterly Performance Reporting

- Quarterly Performance Reports (QPR) will be due by the 10th of January, April, July and October until closeout documents are submitted. This is not to be confused with the Monthly Expenditure Report (MER). A Monthly Expenditure Report must be prepared and submitted in OKGrants by the 10th of every month following a month in which there has been a reimbursement claim/advance request.
- Data entered on the **QPR** should be cumulative of what has been submitted on past reimbursement claims.
- If the QPR has not submitted as directed, **advance request will not be processed.**

CDBG CV - SUB RECIPIENT QUARTERLY REPORT

Date of Report

Reporting Period (Quarter)

CDBG-CV Contract Number1:

Responsible Entity

Subcontractor/Sugrantee

Contract Period

FINANCIAL INFORMATION

	This Quarter	To Date
Total Projected Budget from All Sources	\$159,575.00	\$1,844.50
Total CDBG-CV Budget	\$638,300.00	\$336,455.50
Total Obligated	\$915.99	\$1,844.50
Total Funds Drawdown	\$915.99	\$1,844.50
Program Funds Drawdown	\$0	\$0
Program Income Drawdown *if applicable*	\$0	\$0
Program Income Received	\$0	\$0
Total Funds Expended	\$1,844.50	\$1,844.50

Utility Assistance

Accomplishments Performance Measures

This Report Period: Utility Assistance

	Total Assisted This Quarter	Cumulative Total
# Units Assisted - Gas	0	0
# Units Assisted - Electricity	0	0
# Units Assisted - Water	12	20
# Units Assisted - Sewer	12	20
# Units Assisted - Trash	12	20
Total # of Persons/Households	12	20
Total # of LMI Served	39	63
Total \$ Reimbursed	\$915.99	\$1,844.50

Recapture Policy

- ODOC CDBG-CV Staff will be reviewing CDBG-CV projects regularly to make sure funds are spent in a timely manner.
- If ODOC finds that funds are not being spent in a timely manner, the recapture policy will be enforced as shown in the CDBG-CV Policy and Procedure Manual.

Budget and Contract Modifications

Budget and contract modifications are completed through OKGrants

In some instances, a subrecipient may need to modify their budget to align with program implementation. This is considered as a **budget modification**. The following is required for a budget modification in OKGrants:

1. Detailed letter on letterhead from the subrecipient requesting the modification. Must be signed by the Authorized Official
2. Updated Leverage Certification Form showing the amended amounts. Must be signed by the Authorized Official.

Budget and Contract Modifications

Budget and contract modifications are completed through OKGrants

If for some reason the subrecipient will need additional time to complete their project a **contract modification** may be requested through OKGrants. To complete a contract modification, a subrecipient must submit the following:

1. Detailed letter on letterhead from the subrecipient requesting the modification. The letter must include a brief description of the reason for the change along with the month, date, and year. The letter must be signed by the Authorized Official.

Duplication of Benefits



Duplication of Benefits Requirements

Maintain beneficiary files with the following:

- **Subrogation agreement** or other agreement that the beneficiary signed ensuring they will pay back any funds found to be duplicative;
- Chart showing all the funding the beneficiary received because of COVID-19 (like the DOB Chart); and
- Up-to-date beneficiary contact information.
- Ensure that you are following your DOB policies and procedures in place.

All DOB information should be kept in organized files for the DOB Consultant, Ernst & Young, to easily identify all information for an applicant in one place.

Duplication of Benefits

- Utilize forms already created by keeping all information on a client in one central location. Have client information on types of assistance received, COVID eligibility and intake information together.
- Trackers can include serial numbers rather than identifiable information when reporting on beneficiaries where HIPAA violations could occur. The subgrantee should have all necessary identifiable information matching the given serial number in the client's files.

LMI Beneficiary by Beneficiary Tracker																			
Project Detail Report																			
CDBG-CV Contract #																			
As of 01/05/2021																			
On-going COVID Assistance Details																			
(Note: No direct payments to clients)																			
Client Details				Assistance Details							COVID Eligibility Certification						Intake Information		
Purchase Order	Client Name or Initials or Identification #	Client Address	Client Zip Code	Type of Assistance:	\$ Monthly Payment	Total \$ Amount of Assistance Given (6 months maximum)	Assistance Paid to:	Address to Mail Assistance Payment	Date of Assistance Application	Date Assistance Paid	Client Address Within Target Service Area? Y or N	Duplication of Benefits: Were other sources of assistance were available? Y or N	Within Target Service Area? Y or N	Total Household Income: <50% or <80% MHI	CDBG LMI Eligible? < 80% MHI Y or N	Narrative - Economic impact due to COVID	Intake Date/time	Intake Staff Name	Approving Supervisor (if applicable)
20-XXXXXX	Ann Smith or A.S. or Client #1	123 Rook Lane, Olympia	98502	Rent	\$ 1,000.00	\$ 3,000.00	ABC Apartments	1111 Main St. Olympia, 98502	6/21/2020	6/30/2020	Y	N	Y	<50%	Y	Works in a restaurant and his hours were reduced due to COVID, they still did to-go orders, so it didn't stop entirely, but was reduced by half.	5/23/20 10:30am	Anne Shirley	Mary Smith 5/30/20

Duplication of Benefits – HIPAA Requirements

When using CDBG-CV funds **for projects offering medical/mental health services** for beneficiaries, every beneficiary should have a DOB checklist filled and signed within their files by a case manager or other individual that is allowed to review client files. This checklist should verify that the client is not receiving more service than they need or a duplication of assistance.

CDBG CV CLIENT FILE DOCUMENTATION
Duplication of Benefits (DOB) CHECKLIST

Agency Name:

Date:

Beneficiary/Client Individual Identification Number:

All CDBG-CV beneficiaries should have the following DOB checklist within their files. All beneficiaries should be checked to ensure they meet the Low-to-Moderate Income threshold, have a need due to the COVID pandemic, and are not receiving a duplication of benefits when receiving services. **Attestation will be required by both Case Manager/Preparer AND Executive Director.**

ODOC will not ask for a client’s personal information to ensure HIPAA guidelines are maintained but will require CDBG-CV sub-recipients verify that the following checklist is signed and accurate. This document will serve as verification that you, the CDBG CV grant sub-recipient, are adhering to ODOC policies and procedures concerning DOB.

Verified by: (Initials)	Information Required
	Client file with unique Individual Identification Number
	Service Entry / Exit Dates
	Proof of meeting Low-to-Moderate Income Threshold
	Proof of need due to COVID Pandemic
	Client disclosure of other types of assistance received for mental health
	Verification by mental health provider that client is not receiving a duplication of the same type of assistance
	Verification by mental health provider that client is not receiving more assistance than client's actual need
	All required client supporting documentation

Attestation:

NOTE: Both signatures are required

We, _____ and _____
(Executive Director PRINTED Name) (Case Manager/Preparer PRINTED Name)

Duplication of Benefits

Identifying and Collecting Duplication of Benefits Data

- If a duplication of benefits is found, subrecipients should do the following:
 1. Contact ODOC;
 2. Verify that beneficiary signed a subrogation agreement;
 3. Keep records of duplicative assistance identified;
 4. Follow ODOC's instructions on moving forward – it will be a case-by-case scenario.

Monitoring



Monitoring

- All monitorings will be completed by using the desk monitoring method until further notice.
- Projects will be monitored on two occasions:
 1. **Pre-monitoring-** Conducted after the first reimbursement claim has been processed.
 2. **Monitoring-** Will begin after at least 50% or more of funds have been drawn.



Monitoring

- Pre-monitoring ***will not*** be counted against the subrecipient but will be used as a learning tool to ensure compliance.
- Like monitoring for regular CDBG, subrecipients will be notified prior to date of monitoring by email.
- A monitoring tool will be attached to the notification letter and the subrecipient will be required to respond with all required documentation by a certain date.
- All required documents should be emailed to Project Manager for review.

Desk Monitoring



900 N. Stiles Avenue
Oklahoma City, OK 73104, USA
405-815-6552 | Toll Free 800-879-6552
OKCOMMERCE.GOV

December 15, 2021

Will Banks, Chairman
Carter County
25 A Street NW
Ardmore, OK 73402-1544

RE: **Desk Monitoring**
17345 CDBG 19|

Dear Chairman Banks:

This letter serves as a notification that Taylor Huizenga from the Oklahoma Department of Commerce has scheduled a Desk Monitoring of your CDBG- CV contract on or after January 2, 2022. Your grant administrator, Tom Coins has been notified and is aware of the necessary documents that should be available for this monitoring. Attached you will find desk monitoring tool that needs to be completed, signed and documents will need to be emailed to Taylor.Huizenga@okcommerce.gov no later than January 2, 2022.

Please contact Christy Davis at 405-215-5395 if you have any questions or concerns.

Sincerely,

Desk Monitoring



900 N. Stiles Avenue
Oklahoma City, OK 73104, USA
405-815-5251 | Toll Free 800-588-5959
OKCOMMERCE.GOV

Community Development Block Grant (CDBG-CV) Desk Monitoring Checklist

Grantee: _____
Contract#: _____
Due Date: _____

In the following sections, the Grantee will need to check each item as applicable to their project and answer each question. Items that are checked will need to be emailed to your project manager _____ at _____ to complete your CDBG Desk Monitoring.

Financial Information (Upload Documents) CDBG -CV Grant Funds: _____ Leveraged/Match Funds: _____
Leveraged Funds Source: (Town/City/County) _____

- ☐ General CDBG Ledger to include match
- ☐ Purchase Orders/Board authorized payments in accordance to 11 O.S. 17-102
- ☐ Non-collusion affidavit for payments of \$25,000.00 provided by the Vendor
- ☐ Invoices or supporting documentation for expenses
- ☐ Cancelled Checks – including leverage funds
- ☐ Board Minutes of Meetings approving Purchase Orders, Invoices pertaining to above referenced contract.
- ☐ Inter-Local or Subcontractor Agreement (CAA, Non-Profit, Etc)
- ☐ Reimbursement Claim
- ☐ Quarterly Report
- ☐ Inventory Form
- ☐ LMI Tracking. Random Sample (3-6 beneficiaries) to be selected by Project Manager
 - ☐ Name 1
 - ☐ Name 2
 - ☐ Name 3
 - ☐ Name 4
 - ☐ Name 5
 - ☐ Name 6

June 2021

1. Who maintains the General Ledger? (Name & Title) _____
2. Are CDBG-CV funds kept in a separate account from other funding? ☐ Yes ☐ No
3. Are Bank Statements Reconciliations performed? ☐ Yes ☐ No
If yes, who performs this duty? (Name & Title) _____
4. Are separate persons performing bank statement reconciliations and accounting duties? ☐ Yes ☐ No
5. Are any municipal/county/city/non-profit or other employees paid with CDBG-CV funds? ☐ Yes ☐ No
*If yes please provide copies of employee time sheets to ODOC (CDBG-CV Timesheet).

Procurement (Upload Documents)

- ☐ Grant Administrator contract along with the Direct Solicitation Proposals or Advertisement Proposal.
- ☐ Consultant
- ☐ Other (Food, Equipment, Etc.)

Citizen Participation (Upload Documents)

1. Public Hearing Notice – ☐ Application ☐ Closeout
2. Public Hearing Minutes-- ☐ Application ☐ Closeout
3. Public Hearing Attendance Sheet – ☐ Application ☐ Closeout
4. Were all public hearings accessible to handicapped? ☐ Yes ☐ No
5. Were more than 15% of attendees non-English speaking? ☐ Yes ☐ No
6. Interpreter Provided? ☐ Yes ☐ No
7. Have any written complaints been received and was there action taken? ☐ Yes ☐ No
Comment: _____

Equal Opportunity/Civil Rights (Provide answers & Upload Documents)

1. How many full-time employees? _____
 - a. If 10 full time employees or more, is there a Personnel Policy in place? ☐ Yes ☐ No
 - b. If Yes – Please upload document in OKGrants.
2. If so, does Policy and Job application include EO statement to include all groups? (Mental/Physical Handicap – Age – Sex – Race – Religion – National Origin) ☐ Yes ☐ No
3. Have any EEO complaints been filed against the City? ☐ Yes ☐ No

Fair Housing (Provide answers & Upload Documents)

1. Does City have an Ordinance or Resolution? ☐ Yes ☐ No Date passed _____
2. Have any complaints been received? ☐ Yes ☐ No
3. Identify steps to further Fair Housing: _____
4. Were CDBG funds expended for further fair housing? ☐ Yes ☐ No

June 2021

Closeout



Closeout

- Closeout is required to be submitted within (60) days of contract expiration
- Project must be fully monitored before it can be closed out.
- If project included an activity for data plans, the contract for the data plans must be completed before project can be closed.

Closeout

- ✓ CDBG-CV Closeout Checklist
- ✓ Proof of second public hearing
- ✓ Proof of Insurance (Equipment)
- ✓ Signed Board Minutes or Closeout Resolution



Keys to Success

Keys to Success with CDBG-CV Funds

- Follow All Checklists;
- Keep documentation and records of everything CDBG-CV related;
- Keep a detailed inventory of all CDBG-CV purchases;
- Include Federal regulations in all local CDBG-CV policies to ensure compliance;
- Look for current and future possible duplicative assistance for CDBG-CV activities;
- Make sure payments for rental assistance are made to the landlord and not directly to the beneficiary;
- Create processes that are easy to track and maintain.
 - Ex. It may be appropriate for the City/Community Action Agency/Non-Profit Organization to pay for services upfront and request for reimbursement from CDBG-CV.
- If you don't know, just ask. We're here to help!

Questions

ODOC Resources

<https://www.okcommerce.gov/reporting-compliance/cdbg-covid-19/>

Kellon Dixon Kellon.Dixon@okcommerce.gov or 405-215-5626

Donielle Suber Donielle.Suber@okcommerce.gov or 405-431-0569

Jade Shain Jade.Shain@okcommerce.gov

HUD Resources

<https://www.hudexchange.info/programs/cdbg-cv/>